



DEFENSE LOGISTICS AGENCY
DEFENSE DISTRIBUTION DEPOT SAN DIEGO
2680 WODEN STREET
SAN DIEGO CA 92136-5491

DDDC INSTRUCTION
NO. 4151.1

DDDC-PM

February 14, 2000

IN REPLY
REFER TO

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NO. 4151.1

PROCESSING PROCEDURES FOR MATERIAL TURNED INTO STORES (MTIS)

A. REFERENCES.

1. DSS Receiving Manual.
2. DoD 4140.27M, Shelf-Life Item Management Manual.
3. NAVICPINST 4030.10K, Packaging, Packing and Marking of Level 1/SUBSAFE (Submarine Safety Certification) Program Items.
4. NAVICPINST 4355.5M, LEVEL 1/SUBSAFE (L1/SS) Stock Program Material Procedures.

B. PURPOSE. This instruction establishes policy and procedures for processing material through the Material Turned Into Stores (MTIS) Section. MTIS is responsible for receiving and processing excess turn-in requirements in a "Ready for Issue" (RFI) condition, defined by the "A" condition code and packed to minimum military packing standards.

C. APPLICABILITY AND SCOPE: This instruction applies to all MTIS material received at the Defense Distribution Depot San Diego (DDDC).

D. DEFINITIONS.

1. Distribution Standard System (DSS) - The operating system used by the Defense Logistics Agency to control the distribution of material received, stored and issued from its Depots.
2. Receipt Control Number (RCN) - The RCN number generated each morning by the supervisor or leader to initiate processing for the day.
3. FEDLOG - Federal Logistics Information System is a CD ROM used for identifying indicative data for specific stock numbers.
4. Depot Level Repairable (DLR) material is identified by Cognizant Material (COG) beginning with 2, 4, 6, 7, and 8, and a Material Control Code MCC E, G, H, Q, or X. Non-Ready For Issue (NRFI) material defined by other than condition code "A", must be turned into a Navy Designated Overhaul Point (DOP) or Navy Designated Support Point (DSP).

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5. DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC) – Identifies activities by a six digit alpha/numeric code and is used to identify customer shipping/delivery addresses and to route information by the Defense Automated Address System (DAAS).

6. MTIS Excess Disposal Asset Visibility Interrogation System (MEDVIS) – The system administered by Fleet Industrial Supply Center (FISC) and utilized by activities for turn-in on major off-loads.

E. PROCEDURES.

1. Individuals working in the MTIS section are responsible for off-loading, receiving, screening and packing of MTIS material. Material turned-in to MTIS will be processed according to the instructions contained within this publication. MTIS section will process material received on one of the following documents: DD form 1348-1 or MEDVIS tickets.

2. MTIS Section is responsible for researching and clearing outstanding receipts generated from the MTIS process. The following reports will be monitored and utilized daily to clear any outstanding receipts not inducted, posted, verified or stowed:

RR55 Posted Receipts Not Inducted.
RR56 Verified Receipts Not Posted.
RR57 Initiated Receipts Not Verified.
RR58 Posted Receipts Not Stowed.

3. Assistance in clearing receipts listed on reports or any related system problems, can be obtained by contacting the Support Operations Branch.

4. MTIS personnel will reject MTIS material if:

a. Hazardous Materiel is mixed with Non-hazardous Materiel.
b. Material turned-in is licensed radioactive material.
c. Nuclear Reactor Plant (NRP) material designated by Special Material Identification Codes of X1, X4 and X5 shall be rejected for stock and the customer advised to transship material to the address listed below. This includes all serviceable, unserviceable and condemned material. All material with SMIC codes X1, X4 and X5, regardless of condition code, will be transshipped.

Puget Naval Shipyard
Building 467, Door 8, Code 500
Bremerton, WA 98314-5100

d. Not received on DD Form 1348-1 or MEDVIS pick ticket.
e. Non-Ready for Issue (NRFI) condition coded material.
f. Reusable Containers.
g. Material returns from other than U.S. Navy or Marine Corp aviation units.
h. Shelf life items with less than 12 months life remaining.

- i. Arms, Ammunition and Explosives.
- j. Subsistence Items.
- k. Compressed Gas/Cylinders.
- l. Improperly packaged consumable items.
- m. Contaminated condemned, waste, or health, fire or environmental hazards.
- n. Non-stock numbered or locally assigned stock numbered material.
- o. Medical supplies/equipment in federal supply classes 6605, 6508 and 6550.
- p. Automated Data Processing Equipment (ADPE).

5. MTIS personnel shall not screen:

a. Classified material IS NEVER SCREENED!!! Material that is, or, suspected to be classified shall be hand-carried immediately to the section supervisor. Supervisor will turn over classified materiel to the Classified/Security Custodian. Material will be handled by personnel with a security clearance equal to or greater than the classification level of the material. Any potential breach of security will be immediately reported to the Depot Security Officer for further investigation.

b. Tires and Tubes are considered hazardous for storage due to fire danger presented by burning rubber. DDJC has been designated as the West Coast specialized handling site for all these type commodities. When RFI tires and tubes are received in MTIS, the receiver will request that the Transportation Officer prepare a DD Form 1149 for shipment of the material to DDJC. Material will be processed into DSS as an Off-base Transshipment.

6. MTIS personnel shall screen, but not induct into DSS, until the following actions are completed:

a. Precious Metals identified by a Precious Metal Indicator (PMI) code and defined in Management List will be immediately processed IAW with the following procedures and source documentation annotated, "MATERIAL CONTAINS PRECIOUS METALS".

b. Precious Metal turn-in requirements shall be forwarded immediately to the Classified/Security Custodian, to be temporarily stowed in a secured environment. Once secured, material will be inducted into DSS and stowed to a finite location.

c. All corresponding documentation and labels will be forwarded to the Classified/Security Custodian.

7. MTIS worker shall screen and process the following special categories:

a. MTIS personnel will screen and process all serviceable RFI consumable material, regardless of dollar value. Under agreement with the Navy; the Navy will bear responsibility for screening all RFI consumable material under \$100.00. If RFI consumable material under \$100.00 is turned-in to MTIS, it will be processed into DSS and will be managed according to the disposition instructions provided by the UADPS Excess Programs. Repairable assets which have an RFI tag signed by the Intermediate Maintenance Activity (IMA) Maintenance Officer, legible certification and the certification date shall be less than one year old. Repairable assets not meeting this requirement will be downgraded IAW procedures listed below.

b. Shelf-life Items. Material with shelf-life codes shall be processed IAW with DoD 4140.27M. Always check source documents for shelf-life codes. Refer to the following as a guide for shelf-life items:

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(1) Type I – Must have a minimum of 12 full months of shelf-life remaining prior to expiration dates.

(2) Type II – Must have a minimum of 12 full months of shelf-life remaining prior to first test and/or re-inspection date.

(3) Material with shelf-life less than 12 full months remaining from first test re-inspection or expiration date, are to be processed to the Defense Reutilization and Marketing Office (DRMO).

c. Level 1/Subsafe Material. All H cog material with a Special Material Identification Code (SMIC) of L1, SS, S1, C1, SB and material marked “TARGET”, “SAED” and “SAQAD”, are all specially certified quality assurance material with Level 1, Submarine and Nuclear Power Plant applications. Material is identified by its respective bold, red markings outside of the containers, signifying the corresponding level of application, e.g., Level 1, SUBSAFE, SAED, SAQAD, TARGET, etc.. Submarine Safe Fasteners are green, blue and pink to signify their special level of application.

d. Material assigned with a SMIC of SS, L1, C1, SB and S1, will be processed IAW guidance provided on the LI/SS MTIS Prescreen List.

(1) Verify stock number against Requirement Pre-Screen List to determine if material is for stock or DRMO.

(2) For DRMO material. Process to DRMO under the condition code shipped to the Depot. Receipt Override Code of “E” may be required to generate disposal document. After processing disposal, material will be forwarded to the DEMIL Center for DEMIL IAW NAVICPINST 4030.10K, Packaging, Packing and Marking of Level 1/SUBSAFE (Submarine Safety Certification) Program Items and NAVICPINST 4355.5M, LEVEL 1/SUBSAFE (L1/SS) Stock Program Material Procedures.

(3) For Stock Material. Process the requirement quantity listed on the L1/SS MTIS Prescreen List. Use condition code of material. For Consumable Items, use a Receipt Override Code of “E” on the R198 screen. For repairables use a Receipt Override Code of “S”. Quantity in excess of the quantity required on the listing will be processed for disposal IAW with the instructions listed above.

e. Nuclear Reactor Plant (NRP) Material identified by SMIC code of X2 and X3 will be processed as follows:

(1) All X2 in “A” condition code will be receipted and processed through MTIS using the same screening criteria/procedures used for shelf life material. Material must be in condition code “A” and have at least (1) year of original shelf life remaining.

(2) X2 Material not meeting the above criteria will be accepted and processed into stock, under the condition code of the material, IAW DDC e-mail memo, dated 5 FEB 2000. Material will be retained in stock until DDC finalizes the contract award to regenerate ION Exchange Compounds. Upon contract award, DDC will provide disposition instructions.

(3) X3 Material meeting the criteria for “A” condition code storage, will be processed as a regular MTIS receipts. Items disposed of by the system or downgraded to “H” condition for disposal by MTIS personnel will have an A5J/DRO attached to the material and staged for consolidation. When quantities are sufficient or at least once a month, these items will be transshipped to the below address using TAC Code N104. (Material will not be transferred to the local DRMO) Outside of container must be marked as follows:

Naval Inventory Control Point
5450 Carlisle Pike

Mechanicsburg, PA 17055-0788
Attn.: NMZ (N44629)
M/F: Z66

f. Material Without Documentation. A Document Number Log will be maintained to control the assignment of document numbers for material turned-in to MTIS without documentation. The log will consist of a set of serial numbers 00001-9999 using the Julian date of the first Sunday of the calendar year (and second Sunday, if additional numbers are needed.) and a method to control who used them. Material turned-in without documentation will be processed as follows.

(1) If the DoDAAC of the turn-in activity can be identified; use the turn-in activities DoDAAC, the Julian date of the first Sunday of the calendar year and the next available serial number from the logbook to create a turn-in document number. Material will be processed according to the condition of the material.

(2) If the DoDAAC of the turn-in activity cannot be identified, use the Type Commander's UIC as follows and the Julian date of the first Sunday of the Calendar year:

(a) ALL "_R" COG Material - DoDAAC N57025

(b) ALL 1_, 2_, 6_, 7_, and 8_ COG's except "R" cog - DoDAAC N53824

(c) ALL LEVEL 1 and SUB-SAFE Material and SMIC "X" - DoDAAC
N57020

(d) 9-COG Material -Use DoDAAC N00244.

g. Non-Federal Stock Listed NSN's or Non Local Stock Number (LSN) listed material will be processed as follows:

(1) If the material cannot be identified to a NSN using aids readily available in MTIS, personnel shall request assistance from Technical Support Specialist in COSIS.

(2) If the material still cannot be identified, process as a Local Stock Number (LSN) to the Defense Reutilization and Marketing Office (DRMO). Determine the Federal Supply Code (FSC) from the DLA Customer Assistance Handbook (Only non-critical FSC's will be used.), estimate dollar value and create the LSN as follows FSC, "L", Price (4digit dollar/cents) e.g. (5590-L55905000).

h. Possible Defective Material is identified in DSS under the Product Receipt Evaluation Process (PREP) Screen (RS63). Screen provides information regarding Defective Material Summary (DMS), Defective Material Notification (DMN) or cause for defective summary. Material identified as possible Defective Material will be processed as follows:

(1) Print DMN Screen.

(2) Use the DMS File to determine if the material is what is identified in the DMS.

(3) If no action required continue processing material.

(4) If information applies, take action as described in DMS.

(5) Follow COSIS Guidelines for processing material to other than Condition Code

"A".

i. Customer Cancellations. Cancellations from the Emergency Supply Operations Center (ESOC) will be the only type of cancellations accepted by MTIS. Material will be processed with the same condition code as it was originally issued to the customer. However, material will not be receipted back into MTIS under the same document number as issued (if issued from SW3218). Failure to convert the turn-in document number will result in the excess disposition response from UADPS to reject in MADS as a "Duplicate Document Number". Further causing excess material to be retained under the RIC-Owner of XDC

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indefinitely. Any Customer Returns using the Original DDDC IRRD as the turn-in document, are to be converted prior to processing the receipt back through MTIS. The following is the conversion table to be used on the second position of the serial number:

0	A	L
1	B	M
2	C	N
3	D	P
4	E	Q

5	F	R
6	H	S
7	H	T
8	J	U
9	K	V

SAMPLE.

Original DDDC IRRD		Converted Document Number
N00244 8300 0001	TO	N00244 8300 0A01

j. Other special handling procedures.

(1) NRFI Repairable material should be directed to Advanced Trace ability And Control (ATAC).

(2) Field Level Repairable (FLR) material in RFI-“A” condition stock, will be screened and processed into Depot inventory via DSS.

(3) Unserviceable FLRs will be processed for immediate disposal and transferred to DRMO.

(4) Downgraded Material. If material is accepted in “A” condition and later discovered that it is non-serviceable; material will be processed as follows:

(a) DEPOT LEVEL REPAIRABLE (DLR): Downgrade to condition codes “D” or “F” condition:

[1] Process the receipt for “F” condition through the Retail Non-Procurement RECEIPT INFORMATION DATA REQUEST Screen (RIDR RI07).

[2] Complete the Shipment Discrepancy Report SDR (SF364).

[3] Forward material directly to “F” condition storage location.

[4] DLR’s will be downgraded from “A” condition to “D” condition when the dated RFI tag exceeds one year turn-in date; the integrity of the package has been violated or missing, but no visible damage to the Electrostatic Sensitive Device (ESD) assets; and assets received with no physical protection.

(b) Consumable: Downgrade material to “H” condition code and process for disposal IAW procedures listed below.

(c) Field Level Repairable material downgraded to an unserviceable condition will be processed for disposal IAW with instructions below.

k. Processing through the Distribution Standard System (DSS). Prior to processing, initial and annotate source document with quantity changes and indicate “SHIP”(quantity change made by the issue point) or “DISC” (discrepancy quantity change made at receiving point.).

(1) “A” Condition Material

(a) Process material through DSS (Pathway 02, TS). Receive Screen Display for RECEIPT INFORMATION DATA REQUEST (RIDR- RI08).

[1] Enter Receipt Control Number

[2] Enter the following data obtained from the source documentation NSN / Stock Number Document Number.

Enter the following data as required:

[3] Conveyance Mode (see DSS Receiving Manual).

[4] Conveyance quantity.

[5] Conveyance ID from Bar Code labels from tote pan.

(b) The screen will display weight and cube information from the Quantity By Location Header (QBH) Record. Validate the information given.

[1] Make changes as required.

[2] Accept information and continue processing.

(c) Receive the Inspection / Verification Notice (I/VN) Screen. (RI98), write down the Operation Control Number (OCN), and complete the required fields as directed in the DSS Receiving Manual Section MTIS.

(d) Receive I/VN Supplement Screen. Verify data. Hit Enter.

(e) Printer output will be MTIS Disposition Label (Retain at Workstation).

(f) Recall the receipt on the Recall for Induction Screen (Pathway 02, 05).

[1] Type OCN or Convey ID.

[2] Hit enter.

(g) Receive the Receipt Storage Induction Screen (RI72), Verify Type Storage Correct and re-input if necessary, and Hit Enter.

(h) Receive From printer Mission Put-away Label. Attach Label to material or Tote pan for conveyable items. Place conveyable material on conveyor. Stage bulk material for movement to warehouse.

(i) Turn Source Document into Leader for historical records.

(2) Processing "H" Condition Material for disposal.

(a) Receive Screen Display for RECEIPT INFORMATION DATA REQUEST (RIDR- RI08).

[1] Enter Receipt Control Number.

[2] Enter the following data obtained from the source documentation.

[a] NSN / Stock Number.

[b] Document Number.

[3] Enter the Conveyance Mode "B" and conveyance quantity

(b) The Screen will display weight and cube information from the Quantity By Location Header (QBH) Record.

[1] Validate the information given.

[2] Make changes as required.

[3] Accept information and continue processing.

(c) Receive the Inspection / Verification Notice (I/VN) Screen. (RI98).

[1] Write down the Operation Control Number (OCN).

[2] Complete the required fields as directed in the DSS Receiving Manual Section MTIS and enter. (See Receiving Training Manual for details management code T or M).

(d) Receive I/VN Supplement Screen.

[1] Verify data.

[2] Hit enter.

(e) Receive Issue Release Receipt Document (IRRD) from Printer.

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- [1] Attach IRRD to Material.
- [2] Stage for shipment to Defense Reutilization Marketing Office.
- (f) Turn source document and copy of IRRD into Leader for historical records.
- 1. Processing Supply Discrepancy Reports (SDR's)/Reports of Discrepancy (ROD's) (SF-364) at time of receipt of material. SDR/ROD's will be prepared on MTIS discrepant material.
 - (1) All SDRs/RODs initiated at the Depot will be generated via DSS. Personnel generating SDR's/ROD's will print a hard copy of each report generated, attach a copy of receipt documentation and other pertinent information (DMS Sheets, messages, etc..) to the SDR/ROD and forward the package to the Inventory SDR/ROD Section on a daily basis for further processing.
 - (2) Material received via MTIS will have the following information entered in the discrepancy comments/remarks section of the SDR/ROD.
 - (a) Items listed on the Defective Material Summary (DMS) list (flagged by DSS as possible defective or defective material). will have the following information entered:
 - [1] Date of Summary (July/Aug 94)
 - [2] Contract/Call Number was determined to be defective (DLA750-93-3049-0001)
 - [3] Condition Code of the material as it was picked up into inventory (J/L)
 - [4] ICP Case Number (93-04160A-9C-02 C94045034)
 - [5] Reason material was determined to be defective

SAMPLE:

Item listed on the DMS for JUL/AUG 94. Contract/Call number DLA750-93-3049-0001, Case Number 93-04160A-9C-02 C94045034. Fuel Injector Assemblies are built and do not meet requirements, Material Placed in "J" Condition."

- (b) If you can not find the item your working in the DMS listing, contact Ms. Millie Banon, NAVICP at DSN 430-2826 and ask her to fax you a copy of the pertinent information.
- (c) If item has an "X" SMIC, contact Depot COSIS Section for assistance.
- (3) All other items will have the reason why a SDR/ROD was generated by entering in the discrepancy comment/remarks section of the SDR/ROD. If a SDR/ROD is generated because the material was not marked or packaged IAW MIL-STD 129 or 2073, cost to correct the deficiency (material & labor) will be included. Material costs and estimates may be obtained from the packing supervisor; labor costs may be obtained from your supervisor.
- (4) Packing discrepancies found on items other than "New Procurement" costing less than \$150.00 (For Service Managed Material) and \$250.00 (For DLA Managed Material) to correct will be corrected at the time of receipt and submitted on a local monthly expenditure report in lieu of SDRs/RODs. "H" condition or material earmarked for disposal/DRMO will not be packaged. Material will be transferred to DRMO in its original condition.
- (5) The ROD Label generated by DSS will be printed and affixed to all material processed in condition codes other than "A".
- (6) SDR's generated on DLR's shipped to the Depot as "A" condition, screened and processed as "F" condition and shipped as one NSN, but, screened and processed by

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Depot personnel as the correct NSN at the time of receipt, will be processed and "Information SDR's Only (No Disposition Required)".

(7) Inventory Section will mail/forward a copy of all SDR's/ROD's generated on MTIS material to the Turn-In Activity and fax a copy to the NAVICP Stock Readiness Coordinator, MR. Leon Ciambotti at DSN 430-3480.

G. EFFECTIVE DATE AND IMPLEMENTATION. This instruction is effective and shall be implemented upon Command signature and distribution.

H. INFORMATION REQUIREMENTS. A copy of this publication will be available to all supervisors and affected employees.

BRUCE A. COLVIN
CAPTAIN, SC, U.S. NAVY
Depot Commander

Enclosure 1
Navy/Wholesale Cross Reference Table (current listing)

Distribution:
DDC-RM

TABLE - A
NAVY/WHOLESALE CROSS REFERENCE LIST

SOURCE OF SUPPLY	NAVY OWNER N-COG	DLA OWNER AA-COG
S9C	9C	AX
S9E	9N	TX
S9I	9Z	KZ
GSQ/GAO/GTO	9Q	GG
S9G	9G	CX
S9T	9D	CY
AKZ	9A	AZ
B17	9E	AJ
B17	9W	CT
B16	9Y	CL
B14	9H	BF
S9M	9L	KX
S9S	9M	CZ
FLZ	9F	TG
FPZ	9V	SE
FGZ	9I	SU
FHZ	9J	TA
B64	9S	BD
S9C	3C	AY*
S9G	3G	CH*
S9E	3N	TY*
S9I	3Z	KH*

* Field Level Repairable

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